

State of Nevada IT Project Oversight Committee

Agenda & Meeting Minutes

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: Kathy Ryan
Date: April 1, 2004
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN		
Kathy Ryan, DoIT	✓	
Dave McTeer, IFS	✓	
Robert Chisel, NDOT		
Kathy Shabi, DETR	✓	
Kathy Comba, DPS	✓	
Brian Kagele, SOS	✓	
Kim Munoz, SOS		
Chuck Moltz, AG	✓	
Grant Reynolds, B&I		

Minutes –

The minutes from the 3/4/04 meeting were reviewed and approved with one correction on the DETR project, the Adjudication Process. It has not been cancelled, it has been put on hold while the TIPIJ is being revised and updated as a TIR. If approved it is expected the project will begin in the July 04 timeframe.

Agenda Items and Discussion

1.	Review of monthly Wildlife Licensing CSPEC and Deliverables Schedule: The committee reviewed the monthly reports. A question was raised concerning deliverable 6.6.3.7 which was due on 1/30/04. The deliverables schedule did not indicate if it had been received. Is this overdue? The committee requests the chair follow-up with the project manager to determine the status.
2.	Review of the DETR Contributions Redesign IPRs: The committee reviewed the monthly reports and did not have any questions or concerns. This is the first IPR submitted by DETR, they have transitioned from the old CSPEC form.

	Kudos were given from the committee to the project manager on well written reports.
3.	<p>Review of the MMIS-DSS IPR & Deliverables Payment Schedule:</p> <p>The committee reviewed the monthly reports and had questions and concerns.</p> <p>The deliverables payment schedule was not received from the project manager.</p> <p>The IPR still has not been updated to show a revised target end date yet the overall status is shown as On Time. The Cost variance section was removed from the IPR with no explanation. On the March IPR a risk was identified for QA, it was removed for the April report. What is the status? Was this risk resolved?</p> <p>A report was included showing deliverables that had not yet been received. It appears most of these deliverables are overdue. What is the remediation plan? Will there be a contract amendment?</p> <p>The committee request the chair follow-up with the project manager and request these reports be updated appropriately.</p>
4.	<p>Review of the MHDS AIMS to Avatar replacement project IPR and Deliverables payment schedule:</p> <p>The committee reviewed the monthly reports and had questions and concerns.</p> <p>The IPR indicated this is Phase 1 yet the target end date is shown as 6/30/06. The IPR target end date should reflect the end date for Phase 1. Otherwise, this affects the calculations for the variances. An additional IPR can be created for Phase 2.</p> <p>The project manager was given a template for the deliverables payment schedule last month, but it was not used. There still seems to be confusion on the part of the project manager on how to use this form.</p> <p>The committee request the chair follow-up with the project manager and request the IPR is updated appropriately and explain how the template is to be used for the deliverables payment schedule.</p>
5.	<p>Review of the DCFS AIMS to Avatar replacement project IPR, Deliverables payment schedule and quarterly risk management report:</p> <p>The committee reviewed the monthly reports and had questions and concerns.</p> <p>The IPR was not updated from the March report. Instead the March report was re-submitted with no changes. The quarterly risk management report was not submitted.</p> <p>The project manager was given a template for the deliverables payment schedule last month, but it was not used. There still seems to be confusion on the part of the project manager on how to use this form.</p>

	<p>The committee request the chair follow-up with the project manager and request the IPR is updated appropriately, the quarterly risk management be completed and submitted, and explain how the template is to be used for the deliverables payment schedule.</p>
6.	<p>Review of the DoIT Mainframe Upgrade project:</p> <p>The committee reviewed the monthly report and complimented the project manager on a successful implementation. The committee also expressed their appreciation for the increased communication during the project. Congratulations!</p>
7.	<p>Review of the DoIT Microwave project IPRs and quarterly risk management report:</p> <p>The committee reviewed the monthly reports and did not have any questions or concerns on them.</p> <p>The quarterly risk management report was not received. The committee request the chair follow-up with this project manager and request it be submitted.</p>
8.	<p>Review of the Child Nutrition Project IPR & Deliverables Payment Schedule:</p> <p>The manager assigned to this project is no longer with the state. A new project manager, Randel Stevens, has been assigned. He is just coming up to speed on the project and did not have a chance to update the IPRs. He will attend the ITPOC meeting in May to give an update to the committee.</p> <p>The Deliverables payment schedule had been forwarded by the Contracts Administration unit of DoIT. The committee had a question on Deliverables 6.11.3.1, 6.11.3.2 and 6.11.3.5. Were they received by the state on time?</p> <p>The committee requests the chair follow-up with the project manager and request an update for these deliverables.</p>
9.	<p>Review of the monthly Tax MBT IPR:</p> <p>The committee reviewed the monthly reports and had no questions and concerns.</p>
10.	<p>Discussion items:</p> <p>1) The calculation for variances on the IPR is based on a linear model. This does not work for all projects, especially when it is a deliverable based contract with a vendor or equipment is bought at the beginning of the project. Perhaps it would be better to have the calculation variances tied to a planned expenditure model developed by the project manager. This will be added as an action item.</p> <p>2) The draft template for the Project Closeout report was reviewed and approved.</p> <p>The draft template for the Deliverables Payment Schedule was reviewed and approved with one addition of a column showing date the deliverable was accepted by the state for review.</p>

	<p>It was noted that a reference guide needs to be developed for the IPR, Project Closeout report and the Deliverables Payment Schedule. For the IPR guide it should include instructions to include staff time along with the contract amount for the vendor, and equipment and other costs for a total budget. They will be added as action items.</p> <p>3) It was agreed that since the IPR has replaced the CSPEC, the CSPEC will be removed from the ITPOC approved forms. There is only one agency using this form. They have decided to continue to use it till the completion of their project.</p> <p>4) It was discussed when the start date of a project is for the ITPOC. It was agreed it is when the project receives funding and is authorized to start. If a project is going to engage in the RFP process, the ITPOC still wants to review the project reports. It helps the committee stay informed about the project.</p>
12.	<p>Review of the Upcoming IT projects:</p> <p>There will be no new projects for the May ITPOC meeting.</p>

Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
25.	6/6/2002	Review the Kansas Project Management guide and modify as needed	On Hold	On Hold	
26.	6/6/2002	Develop the Nevada Project Management training and certification program	On Hold	On Hold	
44.	9/11/03	Develop a template and guide for contingency plans. Update affected PSPs.	All		
46.	10/2/03	Schedule a work session to revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk.	All		
56.	1/8/04	Define when the start date of a project is for the ITPOC. Since a project comes to the ITPOC after a vendor is chosen and the contract signed, what should the start date shown on the IPR be?	All	Sched for 3/4/04 meeting	
62.	2/5/04	Contact the acting Superintendent of Education, Keith Renault about the SAIN project. Invite them to an ITPOC mtg to present their project.	Roberta	Done	4/1/04
65.	3/4/04	Ask the project managers to provide a status for the stated risks and issues on the IPR. If something has been resolved it needs to be noted as such.	Roberta		

¹ *Action Item*: A commitment to complete an action or an assignment.

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
66.	3/4/04	Develop a deliverable payment schedule template from one of the project reports and send to the MHDS and DCFS project managers for use for their monthly reports.	Roberta	Done	3/22/04
67.	3/4/04	Contact the DoIT Microwave project manager and ask for an explanation on the IPR for Phase 3 16% schedule variance.	Roberta	Done	3/22/04
68.	4/1/04	Develop an alternate method for calculating variances on the IPR.	All		
69.	4/1/04	Contact the Wildlife project manager and inquire about Deliverable 6.6.3.7. Is it overdue? What is the status?	Roberta		
70.	4/1/04	Contact the DHCFP MMIS DSS project manager again with the committee's questions and concerns noted on the IPR and outstanding deliverables	Roberta		
71.	4/1/04	Contact the MHDS Avatar project manager and resolve the issues with the IPR and deliverable payment schedule.	Roberta		
72.	4/1/04	Contact the DCFS Avatar project manager and resolve the issues with the IPR, deliverable payment schedule and missing quarterly risk management report.	Roberta		
73.	4/1/04	Contact the DoIT Microwave project manager and request the missing quarterly risk management report.	Roberta		
74.	4/1/04	Reference guides need to be developed for the IPR, Project Closeout report and the Deliverables Payment Schedule. For the IPR guide it should include instructions to include staff time along with the contract amount for the vendor, and equipment and other costs for a total budget.	All		
75.	4/1/04	Review all ITPOC PSPs and update as needed. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes.	All		

Decisions²

² *Decision*: Reaching a conclusion... particularly in response to a course of action.

Item No.	Decision	Date
19.	It was discussed when the start date of a project is for the ITPOC. It was agreed it is when the project receives funding and is authorized to start. Oversight will include the RFP process. It helps the committee stay informed about the project.	4/1/04

Approved By

Signature	Name	Role	Date